Commonwealth of Virginia Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400 Richmond, VA 23233 (804) 367-8509 www.dpor.virginia.gov



Virginia Board for Barbers and Cosmetology ESTHETICIAN - ESTHETICIAN INSTRUCTOR MASTER ESTHETICIAN - MASTER ESTHETICIAN INSTRUCTOR **EXAMINATION & LICENSE APPLICATION**

PROFESSIONAL CREDENTIAL SERVICES, INC.

Virginia Cosmetology Coordinator
Via USPS Post Office Box 198689 (USPS)

Nashville, TN 37219-8689

Via Courier 150 Fourth Avenue North, Suite 800

Nashville, TN 37219

Toll Free: (888) 822-3272 (615) 846-0153 Fax: E-Mail: vacos@pcshq.com Website: www.pcshq.com

Instructions:

Complete this form and mail it with a check or money order, for the full amount of the fee, payable to Professional Credential Services, Inc. at the Professional Credential Services address above. Upon passing the exam, Professional Credential Services, Inc. will send you a FEE CARD. Submit the signed FEE CARD and license application fee to the Virginia Board for Barbers and Cosmetology at the Department of Professional and Occupational Regulation.

Select the examination you are requesting. Select only one

Select the examination you are requesting. Select only one.					
TYPE OF LICENSE	CURRENT VA PRACTIONER LICENSE NO.	X			
Esthetician (1261)		\$55.00			
Master Esthetician (1264)		\$55.00			
Esthetician Instructor (1262) *	1261	\$60.00			
Master Esthetician Instructor (1265) ***	1264	\$60.00			
 Must hold a current Virginia Esthetician License Must hold a current Virginia Master Esthetician License 					

1.	Name				
	Last	First	Middle	e	Generation
2.	Social Security Number or Virg * State law requires every applicant for by the Commonwealth to provide a S	or a license, certificate, registration o		usiness, trade, profession or occ	cupation issued
3.	Date of Birth	Coldi Security Number of a contest.	Turnior Issued by the Virginia Bops	CHI OF MOTOR VOLUCIOS.	
4.	Maiden Name or Former Surna	iame(s)			
5.	Street Address (PO Box not acc				
	PHYSICAL ADDRESS REQUI	IIDED			
			City	State	Zip Code
6.	Mailing Address (PO Box accep	pted)			
If a mailing address is submitted, the mailing address will be printed on the license.					
			City	State	Zip Code
7.	E-mail Address				
8.					
	Pri	imary Telephone	Alternate Telephone	Facsi	mile
9.	Do you have a current or expir Cosmetology? No	red esthetician or master e	esthetician license issued by	the Virginia Board for E	Barbers and
	<u> </u>	ense Number	Expira	ation Date	
OR FICE SE	E NIE IEE IIV	NS CODE ENTITY # APP	PLICATION # FILE:	# / LICENSE #	ISSUE DATE

OF

10.	Are you applying No	to take an <u>Instructor</u> exam	ination?			
		an Instructor ◆	VA License No.	1261	Expiration Date	
	_	Esthetician Instructor •	VA License No.	1264	Expiration Date	
	— In a instr	ddition to holding the appropriate appropriate approvement of the appropriate ap	riate Virginia practition and by the Virginia Bo etics instructor in an	oner license, instruction of the license, instruction of t	ructor applicants are requiand Cosmetology under t	ired to complete an he supervision of a
11.	Are you applying	for an esthetician license?				
	No 🗆	If no, skip to question #				
	Yes					
12.	 Which method are you using to qualify for an esthetician license? Completion of an approved esthetics training program in a Virginia licensed esthetics school Required Documentation: A completed Training & Experience Verification Form 					
	obtained	ion of 600 hours of estheting outside the Commonwealt ed Documentation: A diplomative verification from the Licensing Bo	h of Virginia	•		
		ion of a substantially equiv				
	six mont Requir	hs of esthetician work expe ed Documentation: A certifica and a completed <i>Training & Exp</i>	erience ate. diploma or other	documentation ve	erifying successful completic	on of the esthetician
13.	Are you applying	for a master esthetician lic	ense?			
	No 🔲	If no, skip to question #	15.			
	Yes					
14.	Which method ar	e you using to qualify for a	master esthetician	license?		
	☐ Completion	on of an approved master esti	netics training progra	m in a Virginia lic	censed esthetics school	
		ed Documentation: A completion of 600 hours of master				Virginia program
	but is ob	tained outside the Commo	nwealth of Virginia			
	Requir	ed Documentation: A diplomate verification from the Licensing Bo	or official school trans	script indicating such	ccessful completion of 600 h	ours of instruction or
		ion of a substantially equ				
	training)	and six months of master e	esthetician work ex	perience		
	Requir esthetic	ed Documentation: A certific cian course and a completed Tra	ate, diploma or other	r documentation	verifying successful complementing at least six months	etion of the master
		kperience	ming a Expenence ver	incation i omi doct	amenting at least six months	or master estriction
15.	Do you have a current or expired esthetician or master esthetician license in any state or jurisdiction United States or its territories (excluding Virginia)?				diction within the	
	No 🗆					
	Yes	If yes, list the licenses, ce	ertifications and reg	istrations in the	following table.	
		State/Jurisdiction	License, Certi Registration		Expiration Date	
16.	, ,,,,	for a temporary permit? D	OES NOT APPLY T	O STUDENT INS	STRUCTOR TEMPORARY	PERMITS.
	No 🗆	10				
	Yes	If yes, your sponsor must		•		acthatics for tha
		I, the undersigned, agre named applicant, and s temporary permit is in f	shall be responsik	ple for his/her	esthetic activities dur	ring the time the
		Printed Name of	Sponsor	_	Signature of Sponsor	
		Sponsor's Virginia Esthet	ician/Master Esthe	tician License N	lo	

17.	body?	ever be	een subject to a disciplinary action taken by <u>any</u> (including Virginia) loca	, state or national regulatory	
	No Yes		If yes, please provide a certified copy of the final order, decree, or regulatory agency with lawful authority to issue such order, decree, or c	case decision by a court or ase decision.	
18.	body?	ever be	een subject to a disciplinary action taken by <u>any</u> (including Virginia) loca	, state or national regulatory	
	No Yes		If yes, list the misdemeanor and/or felony conviction(s). Attach your or a certified copy of the final order, decree, or case decision by a coulawful authority to issue such order, decree, or case decision; and any have considered with this application (e.g., information on the status probation; reference letters; documentation of rehabilitation). If addition separate sheet of paper. Certified copies of court records may be obtained by writing to the Clerk of which you were convicted. The address is available from your local police dep Original criminal history records may be obtained by contacting the state police were convicted. Virginia residents must complete a criminal history record renotary public and mail it to the Department of State Police, Central Criminal Box 27472, Richmond, VA 23261-7472.	rt or regulatory agency with other information you wish to sof incarceration, parole or all space is needed, attach a the Court in the jurisdiction in artment. In the jurisdiction in which you quest form in the presence of a	
19.	2. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed information that might affect the decision to approve this application. I certify that I will notify the Department if subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receivin requested license. I certify that I have read, understood and complied with all the laws of Virginia under the provi of Title 54.1, Chapter 7 of the <i>Code of Virginia</i> and the <i>Virginia Board for Barbers and Cosmetology Esti Regulations</i> .				
	Signature			Date	